






# Alaska Career Lattice – Office and Administrative Support Occupations

Account Collectors  
Accounting Clerks  
Administrative Assistants  
Administrative Support Workers Supervisors/Managers  
Administrative Support Workers, All Other  
Agents, Cargo and Freight  
Agents, Freight and Cargo  
Agents, Reservation  
Agents, Transportation Ticket  
Ambulance Dispatchers  
Answering Service Operators  
Assistants, Administrative  
Assistants, Statistical  
Assistants: Human Resources, Except Payroll and Timekeeping  
Assistants: Library, Clerical  
Auditing Clerks  
Bill and Account Collectors  
Billing and Posting Clerks and Machine Operators  
Bookkeeping, Accounting, and Auditing Clerks  
Brokerage Clerks  
Cargo and Freight Agents  
Clerks, Accounting  
Clerks, Auditing  
Clerks, Billing and Posting  
Clerks, Bookkeeping  
Clerks, Brokerage  
Clerks, Correspondence  
Clerks, Credit Authorizers and Checkers  
Clerks, Expediting   
Clerks, File  
Clerks, General Office  
Clerks, Information  
Clerks, Insurance Claims and Policy Processing  
Clerks, License  
Clerks, Loan  
Clerks, Motel Desk  
Clerks, Municipal  
Clerks, New Accounts  
Clerks, Order  
Clerks, Payroll and Timekeeping  
Clerks, Planning   
Clerks, Procurement  
Clerks, Receiving  
Clerks, Resort Desk  
Clerks, Stock  
Clerks, Timekeeping  
Clerks, Traffic  
Clerks, Travel  
Clerks: Court, Municipal and License  
Clerks: Hotel, Motel and Resort Desk  
Clerks: Mail, Except Postal Service  
Clerks: Production, Planning and Expediting   
Clerks: Shipping, Receiving and Traffic  
Collectors, Account  
Collectors, Bills and Account  
Communications Equipment Operators, All Other  
Computer Operators  
Copy Markers and Proofreaders  
Correspondence Clerks  
Couriers and Messengers  
Court, Municipal, and License Clerks

Credit Authorizers, Checkers, and Clerks  
Customer Service Representatives 🍃  
Data Entry Keyers  
Desk Clerks, Motel  
Desk Clerks, Resort  
Desk Clerks: Hotel, Motel and Resort  
Desktop Publishers  
Dispatchers, Ambulance  
Dispatchers, Except Police, Fire, and Ambulance  
Dispatchers, Fire  
Dispatchers: Police, Fire and Ambulance  
Eligibility Interviewers, Government Programs  
Executive Secretaries and Administrative Assistants  
Expediting Clerks 🍃  
File Clerks  
Fire Dispatchers  
First-Line Supervisors/Managers of Office and Administrative Support Workers  
Freight Agents  
Gaming Cage Workers  
General Office Clerks  
Government Programs Eligibility Interviewers  
Hotel Reservations (see Reservation and Transportation Ticket Agents and Travel Clerks)  
Hotel, Motel, and Resort Desk Clerks  
Human Resources Assistants, Except Payroll and Timekeeping  
Information and Record Clerks, All Other  
Information Clerks  
Insurance Claims and Policy Processing Clerks  
Interviewers, Except Eligibility and Loan  
Interviewers: Eligibility, Government Programs  
Keyers, Data Entry  
Legal Secretaries  
Library Assistants, Clerical  
License Clerks  
Loan Interviewers and Clerks  
Machine Operators, Office, Except Computer  
Machine Operators, Postal Service Processing  
Machine Operators: Mail, Except Postal Service  
Mail Carriers, Postal Service  
Mail Clerks and Mail Machine Operators, Except Postal Service  
Mail Machine Operators, Except Postal Service  
Medical Secretaries  
Messengers  
Meter Readers, Utilities  
Motel Desk Clerks  
Municipal Clerks  
New Accounts Clerks  
Office and Administrative Support Workers Supervisors/Managers  
Office and Administrative Support Workers, All Other  
Office Clerks, General  
Office Machine Operators, Except Computer  
Operators, Answering Service  
Operators, Billing and Posting Machine  
Operators, Computer  
Operators, Switchboard  
Operators, Telephone  
Operators: Communications Equipment, All Other  
Operators: Mail Machine, Except Postal Service  
Operators: Office Machine, Except Computer  
Order Clerks  
Order Fillers  
Payroll and Timekeeping Clerks  
Planning Clerks 🍃  
Police, Fire, and Ambulance Dispatchers  
Policy Processing Clerks, Insurance

Postal Service Clerks  
Postal Service Mail Carriers  
Postal Service Mail Sorters, Processors, and Processing Machine Operators  
Posting Clerks  
Processing Machine Operators, Postal Service  
Procurement Clerks  
Production, Planning, and Expediting Clerks   
Proofreaders and Copy Markers  
Publishers, Desktop  
Purchasing Clerk (see Procurement Clerks)  
Receiving Clerks  
Receptionists and Information Clerks  
Reservation and Transportation Ticket Agents and Travel Clerks  
Resort Desk Clerks  
Secretaries, Except Legal, Medical, and Executive  
Secretaries, Executive  
Secretaries, Legal  
Secretaries, Medical  
Service Representatives, Customer   
Shipping, Receiving, and Traffic Clerks  
Statistical Assistants  
Stock Clerks and Order Fillers  
Supervisors/Managers: Administrative Support Workers  
Supervisors/Managers: Office and Administrative Support Workers  
Switchboard Operators, Including Answering Service  
Telephone Operators  
Tellers  
Ticket Agents, Transportation  
Timekeeping Clerks  
Traffic Clerks  
Transportation Ticket Agents  
Travel Clerks  
Typists  
Utility Meter Readers  
Weighers, Measurers, Checkers, and Samplers, Recordkeeping  
Word Processors and Typists

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section